

13:27-9.17 and after review and recommendation by the Committee, the Board shall issue, without written examination, a certificate to any person who applies for certification by (the 360th day after the Committee members first officially meet after having been certified), was a resident of this State on October 22, 2002, and:

1. Has completed at least 17,500 hours of diversified professional experience in interior design during a period of at least 10 years preceding October 22, 2002. For purposes of this paragraph, "diversified professional experience in interior design" means the preparation and administration, in accordance with applicable laws, codes, regulations and standards, of interior design documents including, but not limited to, drawings, schedules and specifications pertaining to the design intent and planning of interior spaces which shall include:

- i. Furnishings,
- ii. Layouts,
- iii. Non-load bearing partitions,
- iv. Fixtures,
- v. Cabinetry,
- vi. Lighting location and type,
- vii. Outlet location and type,
- viii. Switch location and type,
- ix. Finishes,
- x. Materials, and
- xi. Interior construction not materially related to or materially affecting the building systems;

2. Demonstrates good moral character by furnishing three personal references, two from individuals who have known the applicant for at least five years and one from a State certified or licensed design professional, such as an interior designer, architect or professional engineer, who has first hand experience of the applicant's work. No individual providing a reference shall be related to the applicant. The applicant shall be responsible for ensuring that the Board receives these references; and

3. Pays the initial certification fee set forth in N.J.A.C. 13:27-9.17.

(b) The Committee may request additional documentation as it believes necessary, including, but not limited to, drawings, schedules and specifications prepared by the applicant, to verify the information contained in the application.

### **13:27-9.6 Biennial certification renewal; certificate suspension; reinstatement of suspended certificate; inactive status**

(a) All certificates issued by the Board shall be issued for a two-year biennial certification period. A certificate holder who seeks renewal of the certificate shall submit a completed renewal application, a statement that the certificate holder has successfully completed the continuing education requirement pursuant to N.J.A.C. 13:27-9.10 and the renewal fee as set forth in N.J.A.C. 13:27-9.17 prior to the expiration date of the certificate.

(b) The Board shall send a notice of renewal to each certificate holder at the address registered with the Board at least 60 days prior to the expiration of the certificate. If the notice to renew is not sent at least 60 days prior to the expiration date, no monetary penalties or fines shall apply to the certificate holder for failure to renew.

(c) If a certificate holder does not renew the certificate prior to its expiration date, the certificate holder may renew the certificate within 30 days of its expiration by submitting a renewal application, a statement that the certificate holder has successfully completed the continuing education requirement pursuant to N.J.A.C. 13:27-9.10, a renewal fee and a late fee, as set forth in N.J.A.C. 13:27-9.17. During this 30-day period, the certificate shall be valid, and the certificate holder shall not be deemed to be engaged in unauthorized practice.

(d) A certificate that is not renewed within 30 days of its expiration shall be automatically suspended. An individual who holds himself or herself out as a certified interior designer with a suspended certificate shall be in violation of N.J.A.C. 13:27-9.15.

(e) A certificate holder whose certificate has been automatically suspended for five years or less for failure to renew pursuant to (d) above may be reinstated by the Committee upon completion of the following:

1. Payment of the reinstatement fee and all past delinquent biennial renewal fees pursuant to N.J.A.C. 13:27-9.17;

2. Submission of proof of completion of the continuing education credits required for each biennial registration period for which the certificate was suspended; and

3. Submission of an affidavit of employment listing each job held during the period of suspended certificate which includes the name, address, and telephone number of each employer.

(f) In addition to fulfilling the requirements set forth in (e) above, a certificate holder whose certificate has been automatically suspended for more than five years who wishes to return to practice shall reapply for certification and shall demonstrate that he or she has maintained proficiency. An applicant who fails to demonstrate to the satisfaction of the Committee that he or she has maintained proficiency while

suspended may be subject to an examination or other requirements as determined by the Committee prior to reinstatement of his or her certificate.

(g) Renewal applications shall provide the certificate holder with the option of either active or inactive status. A certificate holder electing inactive status shall pay the inactive certification fee set forth in N.J.A.C. 13:27-9.17 and shall not hold himself or herself out as a certified interior designer.

#### **13:27-9.7 Change of certification status: inactive to active**

(a) A certificate holder who elected to be placed on inactive status and who has been on inactive status for five years or less may have that certificate reinstated by the Board upon completion of the following:

1. Payment of the biennial renewal fee and reinstatement fee pursuant to N.J.A.C. 13:27-9.17;
2. Submission of proof of completion of the continuing education credits required for each biennial certification period for which the certificate holder was on inactive status; and
3. Submission of an affidavit of employment listing each job held during the period the certificate was on inactive status which includes the name, address, and telephone number of each employer.

(b) In addition to fulfilling the requirements set forth in (a) above, a certificate holder who has been on inactive status for more than five years who wishes to return to active status shall reapply for certification and shall demonstrate that he or she has maintained proficiency. An applicant who fails to demonstrate to the satisfaction of the Committee that he or she has maintained proficiency while on inactive status may be subject to an examination or other requirements as determined by the Committee prior to reinstatement of his or her certificate.

#### **13:27-9.8 Display of certificate; signature; title block**

(a) A certified interior designer shall prominently display:

1. The original certificate or a duplicate certificate issued by the Board showing the current biennial certification period at each place of business or employment; and
2. The certified interior designer's certification number on all advertisements distributed within this State in a manner consistent with N.J.A.C. 13:27-9.14(n).

(b) All interior design documents prepared by the certified interior designer shall be signed on the original with the personal signature of the certified interior designer.

(c) A certified interior designer shall provide the following information in a title block, which shall be placed on all

interior design documents prepared by the certified interior designer and shall appear legible and clearly reproducible:

1. The full name of the certified interior designer as it appears on the certificate issued by the Board;
2. The signature of the certified interior designer;
3. The certificate number and title: New Jersey Certified Interior Designer; and
4. The date when signed.

(d) Other information may appear with or within the title block provided that the name of the certified interior designer is readily discernible from the other information on the document.

#### **13:27-9.9 Replacement and duplicate certificates**

(a) Each certification number and certificate containing such certification number issued by the Board to a certified interior designer shall remain the property of the State of New Jersey. If the Board suspends, fails to renew, or revokes a certification, the certificate holder shall immediately return all certificates to the Board and shall remove the certification number from all advertising and anything else on which the certification number is displayed or otherwise communicated.

(b) The Board shall issue a replacement certificate to a certified interior designer upon payment of the replacement certificate fee as set forth in N.J.A.C. 13:27-9.17 and receipt by the Board of an affidavit or certified statement attesting that the original was either lost, destroyed, mutilated or is otherwise no longer in the custody of and cannot be recovered by the certificate holder.

(c) The Board shall issue a duplicate certificate to a certified interior designer upon payment of the duplicate certificate fee as set forth in N.J.A.C. 13:27-9.17 and receipt by the Board of an affidavit or certified statement that the certified interior designer has multiple places of business in which the certificate holder must display a certificate. A certified interior designer may not possess more certificates than the number of places of business utilized by the certified interior designer.

#### **13:27-9.10 Continuing education credit requirements**

(a) For the purposes of this subchapter, a "continuing education credit hour" means a continuing education credit consisting of one 60-minute clock hour of an educational activity with no less than 50 minutes of instructional content within the hour.

(b) A certificate holder shall not be required to obtain continuing education credit hours during the first biennial renewal period in which the certificate holder first obtains certification. For each succeeding biennial renewal period, the certificate holder shall complete a minimum of 12 continuing education credit hours related to interior design